King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 3 **Emergency Procedures**	
3.02.003, Emergency Drills	Approved By:	Director John Diaz
	Effective Date:	July 09, 2021
	Reviewed By:	PRC
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Purpose
To prepare staff to respond in an orderly and efficient manner during all jail emergencies including suicide attempts.

Policy
Department policy requires that emergency drills be conducted on a regular basis on all shifts in order for staff to maintain a working knowledge of emergency operations.

References
DAJD Policies: 3.02.004, Emergency Response
7.02.006, Suicide Prevention and Intervention

DAJD Forms: Supervisor Incident Report
Officer Report

Definitions
Code C2 Staff needs help or assistance. Most commonly used to announce a C2 but also includes all emergencies of any type other than C2 Drill as necessary per Shift Commander.
Code C2 C2 . Response by Jail Health Services (JHS) only as directed by uniformed staff. Drilled as needed per Shift Commander.
Code C2 C2 . No response from JHS unless directed by uniformed staff. Drill as necessary per Shift Commander.
Code C2 : C2 ; major emergency with C2 . Uniformed staff and JHS initiate their respective response and procedures in anticipation of a major emergency with C2 Drilled annually, once per shift.
Suicide drills: Mock suicide attempt. Uniformed staff and JHS initiate their respective response. Drilled annually, once per shift.

A. General Guidelines
1. Drills shall be conducted on each shift at the direction of the Shift Commander.
2. The facility Major and Shift Commanders shall schedule all drills.
3. Prior notification of the drill shall be limited so as to increase drill effectiveness.

4. JHS shall participate in drills where circumstances apply (i.e., triage of Code C2 drill victims).
5. The Shift Commander shall monitor the drill operations. The drill shall begin when the location of the "emergency" is established and Central Control has announced the event. The drill will be complete once all staff and inmates are accounted for. Refer to Department policies: 3.02.004, Emergency Response and 7.02.006 Suicide Prevention and Intervention for further information.

B. Procedures

1. The Central Control Officer shall:
   a. Use the words "this is a drill", to precede all announcements of the emergency drill.
   b. Not notify police and fire agencies during emergency drills unless directed by a Duty Sergeant or Shift Commander. If such contact with an outside agency is ordered, prior notification and arrangements must be in place.
2. The Shift Commander shall:
   a. Collaborate with JHS for joint drills.
   b. Ensure Code C2 and Code C2 drills are performed as necessary.
   c. Ensure suicide attempt response drills are performed annually, on each shift, in conjunction with JHS.
   d. Ensure Code C2 drills are performed annually, on each shift, in conjunction with JHS.
   e. Ensure all Duty Sergeants have been notified, when appropriate, and that Central Control has been briefed prior to any emergency drill.
   f. Notify outside agencies in advance, if mutual aid is required as part of the emergency drill.
   g. Evaluate the training exercise and conduct a post-incident debriefing and critique for all department staff involved. Evaluations shall be conducted collectively with JHS for joint drills.
   h. Record all emergency drills by gathering a Supervisor Incident Report (SIR) and Officer Reports (OR).
   i. Forward a summary report of the training exercise to the Facility Major. The summary report shall include the following:
      1) Date and time of the drill performed
      2) Type of drill conducted
      3) Jail area involved
      4) Department staff involved
      5) Identify problems and successes
      6) Recommendations for any policy or procedural changes
      7) Response time of Officers from the initial announcement to arrival on the scene
      8) Any other comments
3. The Duty Sergeant(s) shall:
   a. Assist the Shift Commander in organizing and conducting all emergency drills.
   b. Notify Central Control Officers prior to any emergency drill.
   c. Assist the Shift Commander in conducting a post-incident debriefing and critique for all department staff involved.
   d. Forward a summary report identifying training needs and recommendations for policy and procedural changes to the Shift Commander.

4. The Officer(s) shall:
   a. Submit a detailed Officers Report outlining their participation in the training event.
   b. Evaluate the training exercise and offer suggestions for policy and procedure changes.
   c. Attend the post-incident debriefing.
5. The Training Unit shall:
   a. Review the summary report.
   b. Revise and schedule annual in-service training, as necessary.
   c. Revise and update new-hire orientation training, as needed.
   d. Attend the post-incident debriefing when directed.